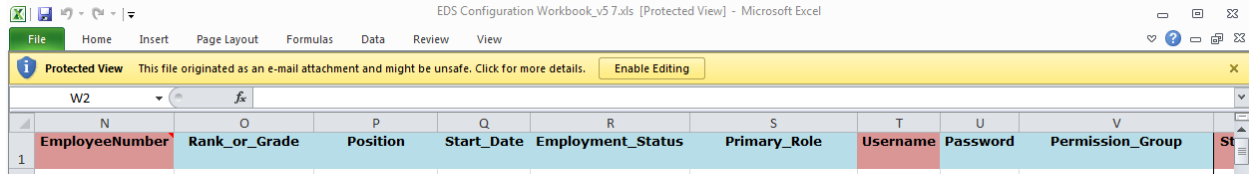


SFMO Version

When you open the spread sheet the first thing you need to do is click the Enable Editing button, otherwise the program will not allow you to enter the information.




There are five tabs along the bottom. The only ones you need to fill out are Staff, Fire Certification, Stations, and Vehicles.

All boxes that are reddish color are mandatory fields! Please start entering data in the first row below the columnn headings.

Start with the **Staff tab**

A	B	C	D	E
Last_Name	First_Name	Middle_Name	Email	Address



Column N, EmployeeNumber is the **GFSTC Employee number**

N
EmployeeNumber

(This does NOT apply if you use the GEMSIS ImageTrend for EMS. You will have the same login)

Column T, choose a Username for logon. An automatic initial password will be selected, then at login you will be asked to create a new password.

****Leave the "Password" Column Blank (It is the Blacked out column)****

Choose from the following username templates (Examples):

- **First name _ last name (blake_beckham) *This one is Suggested***
- First initial _ Last name (b_beckham)
- First initial last name (bbeckham)
- Last name _ first initial (Beckham_b)


T	U
Username	Password

Column W (State Certification Level) has a drop down list. In the box under the heading, use the drop down arrow to the right

Record LATEST certification. Previous certification will be added by local admin manually or on here with each row being a different certification.

****This is For EMS State, State Certification for Fire, is under the "Fire Certification" Tab****

(This does NOT apply if you use the GEMSIS ImageTrend for EMS.)

W
State_Certification_Level


Column AD Primary Service ID is the **FDID** of the main department they are employed by. If you only work for one station please enter that FDID for this is a **Mandatory** field.

AD
Primary_Service_ID

Column AE, AF, and AG are if you have more than one department combined. Add the FD name here if they work for multiple FD's

AE	AF	AG
Association1	Association2	Association3

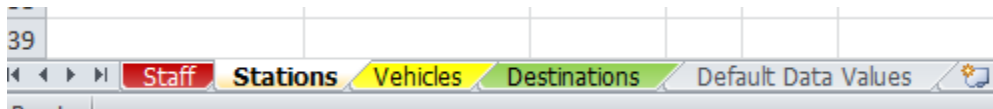
Fire Certification Tab (optional, Can be added at a later time)

Column A, "EmployeeNumber," Add each Certification per row if more than 1 certification.

Column B, "Primary Role," just like the "staff" tab, this is the main job of the employee

Columns C-F is for the Fire State Certification

Stations Tab



All columns A-H need to be completed.

****Column B will auto populate Column O on the "vehicles" tab****

A	B	C	D	E	F	G	H
Station_Number	Station_Name	Address	City	State	Postal_Code	Phone	Service_ID

Column A is a single number (1-20)

Column B is the name of the station (i.e. Station 2 or Foggybottom Station)

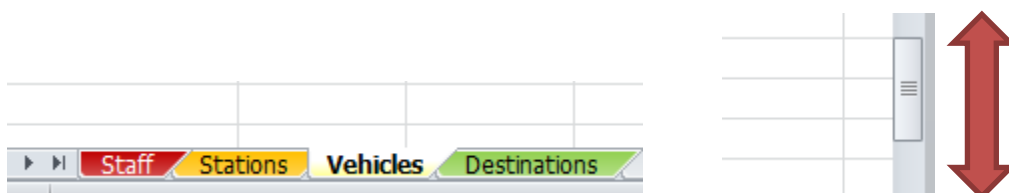
Column C - G are self-explanatory.

A	B
Station_Number	Station_Name

Column H is the FDID number

Service_ID	
This is the Agency ID of the service that owns/uses this station	

On the **Vehicles** tab; you may have to (on right side of screen) scroll up on the spread sheet till you get to the top.



Column A has a drop down list you will choose Fire which will black out Column C "Call_Sign" which is not needed when Fire is the choice.

	A	
1	Vehicle_Category	Un
2		

	A	B	C
1	Vehicle_Category	UnitNumber	Call_Sign
2	Fire		

Column B is the vehicle number. If you look in the right corner there is a little red tag if you click on the words Unitnumber a box will appear with description

B	C	D
UnitNumber	Ca	
This is the unique ID number of the unit which is specific for each vehicle; typically the VIN associated with the vehicle.		

In Column's D, E, G and H there are drop down list to choose correct answer.

How to export/import data to and from your current vendor:

1. Export data from your current vendor into an Excel Spreadsheet
Data should only include the items needed on the workbooks.
2. Notice the fields, in your export and in the workbook, are not labeled the exact same. You will have to copy and paste your data from the exported file into the workbook into the correct fields.
3. **DO NOT CHANGE THE HEADINGS IN THE WORKBOOK**
4. Call Blake Beckham @ 470-725-5722 if you have any issues

Previous Incident Importing:

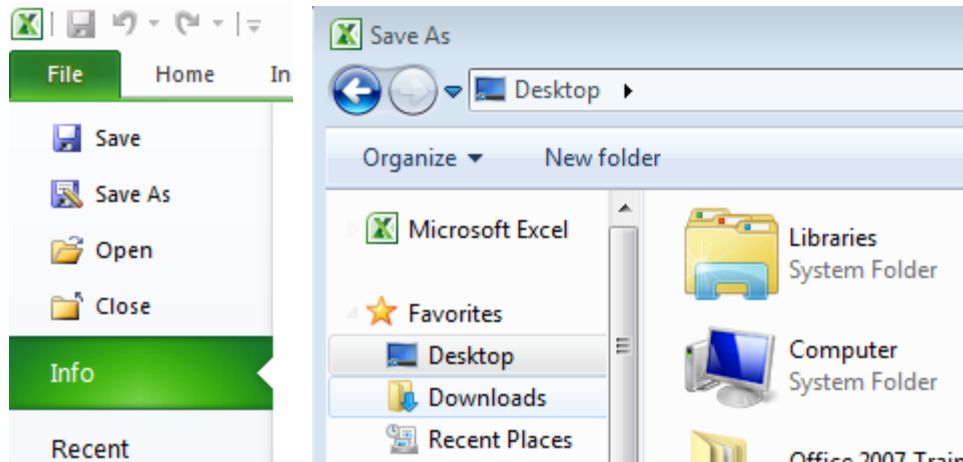
Once fully active on Imagetrend, here is the best option for your previous incidents

1. Keep files on old computer in storage
 - a. Find one computer to house all of your previous incidents/vendor software
 - b. Save everything to this computer
 - c. Label the outside of the computer for future reference (i.e. Firehouse incident reports 01/01/2001 – 09/01/2015)
 - d. Place computer in storage, until needed

****All previous incidents are already on the Federal server ****

SAVE:

At this point you are almost finished. I will need you to go up to your file at top on left and click save as
Make sure you save it where you can find it. Your desktop would be the easiest.



All you need to do now is open your email, and send it [Here](#). Don't forget to **attach the file**.